

CURRICULUM VITAE

HILDA ANDERSON WILLSON

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PERSONAL INFORMATION:

Date of Birth: 19/11/ 2001
Place of Birth: Arusha,
Nationality: Tanzanian

Gender: Female
Marital Status: Single

Health: Very Good

Language: Swahili and English
Postal Address: P.O. BOX 7591, Arusha

PROFESSIONAL SUMMARY:

I am self-confident and well determined person, hard worker with high creativity, quick learner, goal oriented and team player. I can easily adapt into various circumstance while making valuable contribution. I am capable of working under minimum supervision with high integrity and apply professional skills throughout the work.

EDUCATION BACKGROUND:

| QUALIFICATION | DURATION | INSTITUTION |
|---|-----------|-----------------------------------|
| BSc of science in Information System Management | 2021-2024 | Ardhi University |
| Advance Secondary Schools | 2019-2021 | St Marie Eugenie Secondary School |
| Certificate of Secondary Education | 2015-2018 | D'alzon Secondary School |

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| Certificate of Primary Education | 2008-2014 | Esa Primary School |
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WORK EXPERIENCE

PRACTICAL FIELD: KICOM LIMITED, Dar es salaam 2022

Working as a system analyst at Kicom performing the following activities

- Analyzed the company's IT systems to identify areas for improvement and increased efficiency.
- Assisted in the design and implementation of new system features updates.
- Conducted tests and assessments of existing systems to ensure they met performance and security standards.
- Collaborated with the IT team to troubleshoot and resolve system issues quickly and effectively.
- Documented system specifications and procedures, making it easier for the team to maintain and upgrade system.
- Supported the training of staff on new system functionalities and best practices.

PRACTICAL FIELD: EXACT SOFTWARE ltd-Dar es salaam 2023

Working as a IT support specialist for Exact Software ltd performing the following activities

- Provided technical support for software and hardware issues ensuring timely resolution of problem to minimize downtime.
- Assisted in the installation, configuration, maintenance of computer systems, software, and networks.
- Conducted regular system updates and maintenance to ensure security and optimal performance.
- Developed and documented standard operating procedures and best practices for IT support and maintenance.

- Collaborated with other IT team members to improve system efficiency and performance.

INTERNSHIP: PAONES GENERAL TRADING COMPANY-Dar es salaam 2024-Present

Working as an IT Sales Executive at the company performing the following activities

- Identifying potential customers and generating leads through various methods such as cold calling, cold emails and market research.
- Preparing and delivering presentations to clients to demonstrate the value of the product or service.
- Building and maintaining relationships with existing and potential customers to ensure satisfaction.
- Negotiating terms and conditions of sales agreements, ensuring mutually beneficial outcomes for both the company and the customer.
- Meeting or exceeding sales target set by the company.
- Preparing regular sales reports and promoting feedback to management about market conditions and customer needs.

SKILLS & TRAINING;

Data analysis skills; MS Excel, SPSS, POWER BI, STATA.

Database Management; MYSQL, SQL.

Project Management; I have strong project management skills developed through coordinating multiple projects from commencing to completion. I am skilled in using Trello project management tool.

Communication
Skills;

I am a good communicator with good communication and writing skills. My past experience in documenting lessons learned and provide evidence.

Organizational
&Time-Management
Skills;

I have developed a personal time management plan that details daily, weekly and monthly tasks.

Staff Relations;

I am committed to maintaining good employer-employee relations to maximize productivity in the department.

Report writing skills;

I have developed strong report writing skills through my experience in analysing complex datasets and translating them into insights. I create clear structured reports.

HOBBIES &INTEREST:

Travelling

Tennis

Reading

REFEREES

| | | |
|-----------------------------|--------------------------|-------------------|
| Mr. Dickson Anderson | Annastazia Kavishe | Mr. Albert Wilson |
| Assistant lecturer | Medical officer | Sales executive |
| University of Dar es salaam | Arusha Lutheran Hospital | NMB Bank |
| Dar es salaam, Tanzania | Arusha, Tanzania | Kagera, Tanzania |
| Tel.0768614161 | Tel.0744257714 | Tel.0753408976 |

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| Email: Dicksonanderson16@yahoo.com | Email: anna@gmail.com | Email andersonalbert351@gmail.com |
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DECLARATION

I, Hilda Anderson Willson declare that is my own CV, written to the best of my knowledge, truthfully and honesty. All of the information found in this CV, explain in summary, the reality of my personal, academic and career life.